**APPLICATION FORM FOR AN EXAMINATION ALLOWANCE**

**(FOR CERTAIN POSTGRADUATE COURSES)**

This application form is to be used by Colleges on behalf of Postgraduate taught students registered for the MPhil by Advanced Study, MRes or MSt degrees, the Diploma in Economics, the Postgraduate Diplomas in Legal Studies and in International Law, or the Certificates of Postgraduate Study (CPGS). Prior to October 2020, these applications were considered by the Board of Graduate Studies.

Before completing this application form you should read the Notes for Guidance here: <https://www.student-registry.admin.cam.ac.uk/about-us/EAMC>

You may also wish to refer to the relevant Statutes and Ordinances (Ch. VI and VII ‘Allowances for illness, etc’) at: http://www.admin.cam.ac.uk/univ/so/

**Student details. All fields are compulsory**

|  |  |  |  |
| --- | --- | --- | --- |
| USN |  |  |  |
| Surname |  |
| First name (s) |  |
| College |  |
| Course (e.g. MPhil in Economics) |  |
| Degree Committee |  |
| Tutor’s name  |  |
| Tutor’s email |  |
| Date of formal notification of outcome of examination (if applicable) |  |
| Has the student also applied for intermission? | Yes / No |

**Please indicate what is being applied for:**

[**The Guidance Notes**](https://www.student-registry.admin.cam.ac.uk/about-us/EAMC) **offer further details of each allowance.**

|  |  |
| --- | --- |
| **Be approved for the qualification for which the student is registered without further examination**(NB. This is only possible if the Degree Committee judge the student to have performed with credit in a substantial part of the examination/course as a whole) |  |
| **Be allowed the opportunity to be examined or re-examined**(The EAMC together with the relevant Faculty will offer the student a suitable alternative examination or re-examination if approved) |  |

**Checklist**

**This application must be accompanied by ALL the relevant information specified below. Forms without this information will be returned to the college by the Secretary to the Committee which may result in a delay in the case being considered.**

|  |  |
| --- | --- |
| A letter from the Graduate Tutor, setting out the case for the application.  |  |
| Medical evidence Please note that the requirement is evidence, not merely a declaration that the student was ill |  |
| A completed [student declaration form](https://www.student-registry.admin.cam.ac.uk/about-us/EAMC), confirming the student’s consent for the medical evidence to be submitted and made available as indicated on the form |  |
| Supervision reports for the academical year in question (where applicable)  |  |
| All available exam marks (including provisional marks) for the relevant examination and the marking and classing criteria where available |  |

|  |  |
| --- | --- |
| Tutor’s signature |  |
| Date |  |

|  |  |
| --- | --- |
| The college supports this application | Yes / No |
| If no, the college have explained this to the student | Yes / No |
| The student is aware of the full contents of this application | Yes / No |

The College Tutorial Office should return the form and supporting paperwork to the Exam Access and Mitigation Committee (EAMC) via eamc@admin.cam.ac.uk.